

California Energy Commission



CLASSIFICATION: Associate Energy Specialist (TED)
(May consider downgrading to Energy Analyst)

THREE POSITIONS AVAILABLE

TENURE/TIME BASE: Permanent/Full-time

SALARY: \$4,400 - \$5,309

Energy Analyst	Range A:	\$2,817 - \$3,349
	Range B:	\$3,050 - \$3,658
	Range C:	\$3,658 - \$4,400

LOCATION: Sacramento, CA

FINAL FILING DATE: February 5, 2009

AB 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (Program). The legislation authorizes the Energy Commission to spend approximately \$120 million per year for over seven years to develop and deploy innovative technologies that will transform California's fuel and vehicle types to help attain the state's climate change policies. The emphasis of this program is to deploy alternative and renewable fuels in the marketplace, without adopting any one preferred fuel or technology, and in doing so decrease, on a life-cycle basis, air and water pollutants, reduce or avoid multimedia environmental impacts, and maintain the sustainability of the state's natural resources.

The Emerging Fuels and Technologies Office of the Fuels and Transportation Division is looking to hire individuals for this new and exciting program. **There are currently three vacancies within this office, one in the Analysis Unit and the other two are in the Planning Unit. Applicants applying for these vacancies will be considered for all three positions.** Work will mainly be performed in an indoor office setting but travel may be required to participate in workshops, hearings, and projects site visits that may consume five to ten percent of the time.

Candidates selected for these positions will work on some of the highest priority projects within the Commission. They will be given opportunities to expand their knowledge of energy program impacts and have the opportunity to become an expert in this exciting field.

RPA#610-532, 610-539, 610-543

**Pos# 6100-4056-016
6100-4056-019
6100-4056-018**

OK JG 1-23-09

ASSOCIATE ENERGY SPECIALIST (TED) - DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II, the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach development activities, and agreement management activities associated with the Alternative and Renewable Fuel and Vehicle Technology Program (AB 118) in the Emerging Fuels and Technologies Office.

ENERGY ANALYST – DUTIES AND RESPONSIBILITIES: A duty statement is available upon request.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports
- Ability to gather, compile, analyze, and interpret written and numerical research data
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified and SROA/Surplus candidates will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Emily Oren (RPA 610-532, 610-539, 610-543) Personnel Office 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4100	California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922